Guidance for submitting proposals to the Office of Energy Efficiency and Renewable Energy using the ePMA system

The following information provides guidance to National Laboratories for completing and submitting proposals for the ePMA system for the Office of Energy Efficiency and Renewable Energy. Specific fields are listed where a Program or Office has given guidance. All other fields for the proposal should be filled out as appropriate for the work being performed and the parameters of the proposal. This Guidance is effective through FY2007. Any changes will be communicated through appropriate channels.

Office of Energy Efficiency and Renewable Energy
Office of Energy Efficiency and Renewable Energy HQ Program and Office Organizations

EERE Corporate Offices
EE-01 – Office of the Assistant Secretary of Energy Efficiency and Renewable Energy
EE-10 – Office of the Principal Deputy Assistant Secretary of Energy Efficiency and Renewable Energy
EE-11 – Board of Directors, Office of Energy Efficiency and Renewable Energy
EE-12 – Office of Technology Advancement and Outreach
EE-20 – Deputy Assistant Secretary for Technology Development
EE-30 – Deputy Assistant Secretary for Business Administration

EE-20 Programs
EE-2A – Solar Energy Technology Program
EE-2B – Wind and Hydropower Technologies Program
EE-2C – Geothermal Technologies Program
EE-2E – Biomass Program
EE-2F – Industrial Technologies Program
EE-2G – Freedom Car and Vehicle Technologies Program
EE-2H – Hydrogen, Fuel Cells & Infrastructure Technologies Program
EE-2J – Building Technologies Program
EE-2K – Weatherization and Intergovernmental Program
EE-2L – Federal Energy Management Program

EE-30 Offices
EE-3A – Program Execution Support
EE-3B – Planning, Budget Formulation & Analysis
EE-3C – Information and Business Management Systems

Information to be entered for Proposals for EERE

This covers all proposals, general instructions, and instructions for the Fiscal Year 2009 Budget Call. The laboratories are encouraged to review information on the EERE Home Page (http://www.eere.energy.gov) and within EERE's Corporate Planning System (CPS) for supporting information and data. Information in the FWP should build upon information in CPS. Access to CPS can be obtained via request and completion of required permission forms available through the CPS Support Team (202-586-3663 or CPS.Support.EE.DOE.Gov)

Administrative Data – ePMA Fields	The following is guidance for entering data in fields on the Admin tab
Fiscal Year	Select **2009**
Proposal Purpose	Select **Budget**
Proposal Reason	Select **Ongoing** only
Estimated Proposal Begin Date	Enter 10/01/2007 if ongoing work; 10/01/2008 if new work
Estimated Proposal End Date	Enter the actual date work is expected to be completed. Do not select "**Is Open Ended**"
HQ Program Organization	Select the Program or Office responsible for the project from the list of EERE program or office organizations. The proposal will be routed to the appropriate HQ Administrator (in OIBMS – EE3C) for distribution to the appropriate program or office.
Budget Data – ePMA Fields	The following is guidance for entering data in fields on the Budget tab
B&R Codes	• Use the B&R Code already established for the project, if it is ongoing. Refer to CPS. • A minimum of one B&R Code must be entered. • The B&R must have a minimum of the Program, Sub-Program, Key Activity, or Sub-Key Activity level to be accepted. • FWPs are to be submitted at the Sub-Program level within the selected Program. • B&R Codes may be entered at a lower level, if applicable. • Any number of B&R Codes may be entered, but only one program or office may be specified in the field HQ Program Organization. Obtain HQ guidance on which program or office to specify if more than one B&R code is entered. For further B&R code information, use CTRL + click to follow link to the Budget and Classification Code (BARC) system reports. http://www.mbe.doe.gov/efasc/frad/barc/index3.htm Report #1 - Assistant Secretary Listing lists B&R ranges by DOE office

2007 Current FY	Insert the latest budget numbers (obligations and costs) if an active project in FY 2006 (Refer to CPS)
2008 BY-1	Insert planning numbers from the President's budget request if available and if expected to be active in FY 2008 (obligations and costs)
2009 BY	Insert funding requests for budget year (obligations and costs)
2010 BY+1	Insert funding requests, if any, for budget year plus 1 (obligations and costs)
2011 BY+2	Insert funding requests, if any, for budget year plus 2 (obligations and costs)
2012 BY+3	Insert funding requests, if any, for budget year plus 3 (obligations and costs)
Technical Data	The following is guidance for entering data in fields on the Technical tab
Milestones	Pull from technical write-ups provided by the investigators for each CPS agreement associated with the FWP.
Attachments	The following is guidance for the Attachments tab
	The FWPs are to be addressed at the Sub-Program level within the selected Program (refer to CPS). An attachment is to be added under Technical Progress category for the CPS Agreements associated with the appropriate sub-program. Each agreement is to include a short statement of progress thru FY2006 and identify milestones reached/accomplished; plans identified in CPS for FY2007, an update of targeted milestones, and requested budget; and projected plans, milestones and budget for FY2008 through FY2011. This information is to be completed for each Agreement in CPS to which this FWP addresses.
Funding proposals for FY 2007 or 2008	Please follow guidance above except for the following.
Administrative Data – ePMA Fields	
Fiscal Year	Select **2007** or **2008** (select the first year for which the new funding is requested)
Proposal Purpose	Select **New**
Proposal Reason	**New** agreement,
Estimated Proposal Begin Date	Enter the date at which the requested funding is requested
Estimated Proposal End Date	Enter the date by which the project period is to be completed
HQ Program Organization	As above
Budget Data – ePMA Fields	The number of years requested is dependent on the work being proposed: **New** proposals: Typically 3-5 years are requested, but from 1 to 5 years may be requested as warranted by the substance of the proposal or instructed by the solicitation or HQ program staff.
B&R Codes	Use the B&R Code already established for the project, if it is ongoing. For new projects follow the instructions above.

For the fields 2006 Current FY through 2011 BY+3	Enter into each field the proposed funding level if funding is requested for that year; otherwise leave the field blank
Attachments	The following is guidance for the Attachments tab
New Proposals	Add a single attachment following the guidance cited above for Ongoing.
Change, Informational and Other Proposals (Not requesting additional funding)	EERE is not planning to use information submitted within these FWP categories.